

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SIXTEEN**  
**July 2, 2019**  
**Meeting begins at 9:30 a.m.**  
**Administration Building, Conference Room A**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:  

Ms. Isom, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Antisdell, Building Inspector  
Ms. Kemp, Recording Secretary
4. APPROVAL OF MINUTES:  
**Regular meeting minutes of May 7, 2019**  
**Organizational meeting minutes of May 22, 2019 (p. 3)**
5. BUILDING INSPECTOR'S REPORT Mr. Antisdell  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (**handout**)
6. GRF REPRESENTATIVE Ms. Isom
7. **UNFINISHED BUSINESS**  
There is no unfinished business to discuss.
8. **NEW BUSINESS**
  - a. Secretary correspondence
  - b. Appointment of director (p. 4)
  - c. Reorganization of board officers
  - d. Appointment of advisory director (p. 5)
  - e. Approval of mutual monthly finances (p. 6)

**STAFF BREAK BY 11:00 a.m.**

- |     |  |              |
|-----|--|--------------|
| 9.  | SECRETARY / CORRESPONDENCE   | Mrs. Clawson |
| 10. | CHIEF FINANCIAL OFFICER'S REPORT   | Mr. Grenrock |
| 11. | MUTUAL ADMINISTRATION DIRECTOR   | Ms. Hopkins  |
| 12. | ANNOUNCEMENTS  |              |
|     | a. <b>NEXT REGULAR BOARD MEETING:</b><br><b>Tuesday, August 6, 2019, at 9:30 a.m.</b><br><b>Administration Building, Conference Room A</b> |              |
| 13. | COMMITTEE REPORTS  |              |
| 14. | DIRECTORS' COMMENTS  |              |
|     | a. President's Report  |              |
|     | b. Vice President/Grounds Report   |              |
| 15. | SHAREHOLDERS' COMMENTS (2-3 MINUTES)   |              |
| 16. | ADJOURNMENT  |              |
| 17. | EXECUTIVE SESSION  |              |

**STAFF WILL LEAVE THE MEETING BY 12:00 p.m.**

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL SIXTEEN  
May 22, 2019**

The organizational meeting of Seal Beach Mutual Sixteen was held following the annual shareholders' meeting at the Administration Building, Conference Room A. Mutual Administration Director, Jodi Hopkins, acting as chairperson, called the meeting to order at 2:33 p.m. The purpose of the meeting was to elect the officers for the 2019-2020 term of office and to ascertain the regular monthly board meeting location, day, and time.

Those directors present were Jay Clawson, Marcia Clawson, Loni Gardette, Al Grenrock, and Dale Watkins. Also present were Mutual Administration Director Hopkins and Mutual Recording Secretary Kemp.

Ms. Hopkins opened the nominations for the office of the president. Jay Clawson nominated Al Grenrock for president. There being no further nominations, Al Grenrock was elected to the office of president for the 2019-2020 term of office.

The chair was turned over to newly elected President Grenrock, who then called for nominations for the office of vice president. Marcia Clawson nominated Dale Watkins for vice president. There being no further nominations, Dale Watkins was elected to the office of vice president for the 2019-2020 term of office.

President Grenrock called for nominations for the office of secretary. Loni Gardette nominated Marcia Clawson for secretary. There being no further nominations, Marcia Clawson was elected to the office of secretary for the 2019-2020 term of office.

President Grenrock called for nominations for the office of chief financial officer. Vice President Watkins nominated Al Grenrock for chief financial officer. There being no further nominations, Al Grenrock was elected to the office of chief financial officer for the 2019-2020 term of office.

The committee assignments will be made at the next regular board of directors meeting.

The board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Secretary Clawson and seconded by Director Gardette, it was

RESOLVED that the Mutual Sixteen regular monthly board meetings will be held in the Administration building, Conference Room A on the first Tuesday of each month at 9:30 a.m.

The MOTION passed.

There being no further business, the meeting was adjourned at 2:39 p.m.

---

Attest, Marcia Clawson, Secretary  
SEAL BEACH MUTUAL SIXTEEN  
ck:05/22/2019

# *Mutual Corporation No. Sixteen*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINTMENT OF DIRECTOR (NEW BUSINESS, ITEM B)  
**DATE:** JULY 2, 2019  
**CC:** MUTUAL FILE

---

*The mutual board of directors appoints \_\_\_\_\_ to the Mutual Sixteen board of directors for the remaining 2019-2020 term of office.*

# *Mutual Corporation No. Sixteen*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINTMENT OF ADVISORY DIRECTOR (NEW BUSINESS, ITEM D)  
**DATE:** JULY 2, 2019  
**CC:** MUTUAL FILE

---

*The mutual board of directors appoints \_\_\_\_\_ as advisory director to Mutual Sixteen's board of directors for the remaining 2019-2020 term of office.*

# *Mutual Corporation No. Sixteen*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM E)  
**DATE:** JULY 2, 2019  
**CC:** MUTUAL FILE

---

*I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the months of April and May 2019.*